



# Tips for Participating in a Public Meeting or Consumer Input Hearing

## Regulatory Commission of Alaska

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For further information about a specific RCA public meeting or consumer input hearing, visit the RCA website at [rca.alaska.gov](http://rca.alaska.gov).

If you need information about the procedures for participating, please contact the RCA's Consumer Protection Section and Information Section.

The RCA typically holds public meetings twice a month on dates set by the Commission. The RCA also holds consumer input hearings whenever substantial public interest is at stake. The RCA's Consumer Protection and Information Section offers the following advice for anyone who would like to speak at a RCA public meeting or consumer input hearing:

- **Please Participate**

- This is your opportunity to inform the RCA Commissioners, utility representatives, and other interested parties of any concerns that you may have regarding an issue. Typically you will be allowed five minutes to present your concerns. If you are unable to attend, contact the RCA to see how you can participate telephonically.

- **Arrive Early**

- If possible, try to arrive at least 10 to 15 minutes ahead of the scheduled starting time. This will allow you to hear the introductions and instructions offered by the RCA staff at the beginning of the hearing.

- **Sign Up if You Want to Comment**

- Participants are usually called in the order they have signed in. Before you comment, you should state and spell out your full name.

- **If Speaking in Public Makes You Nervous**

- Don't worry. What is important is that all interested parties hear what you have to say. If you are nervous about speaking in public, you may want to write out your statement beforehand and read it at the hearing. You may be asked by the commissions, judge or utility representative to clarify if your statement is unclear or requires further elaboration. It is the goal of the Commission to assure questions are fair and that you do not feel intimidated in any way.

- **Add Your Own Experience**

- When addressing your concerns to the Commission or other interested parties, give specific examples to support the issues that you are addressing. If others have already testified about the similar concerns, still mention it since this shows that the issue is not an isolated incident.

- **Speak Slowly and Clearly**

- Your comment is important and you want to make sure that it is understood.

- **Written Statements**

- If you have a written statement or other papers that you want to give to the Commission, please bring extra copies with you. One copy goes to the judge and one to the court reporter. You should also bring extras copies to give to interested parties in the proceeding such as the Commissioners.

- **Questions**

- Sometimes one of the parties in the case may want to ask question(s) about your comment. Listen carefully to the question(s) and answer it to the best of your ability. It is okay if you do not know the answer.